

# Louisiana Purchasing News

November 2000  
Volume V., Issue 02-00

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### *Have You Registered Yet?*



If you have not received a registration form to attend our 2000 Annual Purchasing Seminar, just give Betty Williams a call. **Registration deadline is November 13th.** You may contact Betty Williams at (225) 342-8062, or e-mail her at [bwillia@doa.state.la.us](mailto:bwillia@doa.state.la.us). Betty will see that you get a copy.

DOA-Office of State Purchasing  
Post Office Box 94095  
Baton Rouge, LA 70804-9095  
Tel: (225) 342-8010

## Director's Message

— Denise Lea

### *Working Together with Our Customers*



The Office of State Purchasing is pleased to announce our upcoming 2000 Annual Agency Purchasing Seminar, which will be held November 29th. This year the conference will be held at the Radisson Hotel in Baton Rouge.

Procurement personnel from both state agencies and political subdivisions are invited to attend this year's conference.

We will be discussing new methods of contracting, e-commerce, statute changes, conduct several focus groups inviting your participation for future contract development and conduct workshops which will be beneficial to all purchasing personnel.

The latest breaking news on 'LaCarte', Louisiana's first statewide procurement card program, will be provided as well as our future expansion plans for this program.

There will also be an informative demonstration of the State's Internet online "bid board" where solicitations are posted and self-subscribing vendors receive automatic e-mail notifications of bid opportunities in their chosen commodity categories. While this service is in the pilot phase, the Division of Administration will extend this service to agencies desiring to post their solicitations in the near future.

I look forward to seeing you at this year's conference. Your participation and input will ensure Louisiana's progress in reengineering procurement in government. ◀

## OSP Spotlight

*With 'LaCarte' . . .  
You can "Charge it!"*



The State's first procurement card was issued to Connie Barton at the Louisiana State Penitentiary on August 2nd. Pictured above are Jimmie Sanders, 'LaCarte' Program Administrator (DOA), Patsy Austin (DOC), Connie Barton (LSP) and Warden Burl Cain (LSP). ◀

## 'LaCarte' . . .

The Division of Administration has signed a contract with Bank of America to partner in managing the state procurement card program, "LaCarte." "LaCarte" is a tool used to assist in the management of purchasing and accounting. The initial card limit is for purchases less than \$500, but as the program develops and training issues are addressed, limits will be raised.

Over the past several months implementation meetings began with a group of six pilot agencies. They are the Division of Administration, Louisiana State University, Department of Corrections, Department of Culture, Recreation, and Tourism, Department of Social Services, and the Department of Public Safety. The pilot phase is scheduled to run approximately 3 - 4 months.

Jimmie Sanders has been named the State Program Administrator and is coordinating all implementation phases with the using agencies. Any agency interested in the program should write to Jimmie at State Purchasing, requesting to be placed on an implementation list as openings become available.

If you have any questions regarding the P-card program, please contact Ms. Sanders at 225-342-8053. ◀

## Flu Vaccine Update

— Tammy Toups, CPPB  
State Purchasing Officer

As most of you have probably heard, there will be a delay in the delivery of the flu vaccine for the 2000-2001 flu season. The Food and Drug Administration (FDA) and the Center for Disease Control (CDC) have announced that "lower than anticipated yields for this year's influenza A(H3N2) vaccine component and other manufacturing problems are expected to lead to a substantial delay in the distribution of influenza vaccine and possibly substantially fewer total doses of vaccine for distribution than last year." All flu vaccine manufacturers are experiencing these production delays.

Your agency may want to contact your current supplier for anticipated delivery dates. ◀

## Another Microsoft Cost-Savings Opportunity . . .

— Patti Wallace, CPPB  
State Purchasing Officer



The State Purchasing Office has negotiated a master terms and conditions Enterprise Agreement with Microsoft. This agreement is separate and apart from the current Microsoft Select Agreement in that it will make it easier to acquire Microsoft software for agencies interested in standardizing on the Microsoft Enterprise platform of products.

This agreement is designed to create business value for agencies by offering:

- **Lower Total Cost of Ownership.** Also, by standardizing on the enterprise platform, the total cost to increase workplace productivity is reduced.
- **Access to the Most Recent Versions of the Microsoft Enterprise and Additional Products.** The right to the current version of the products is built into the price of the products available. Agencies can reduce their overall costs by 10 to 15 percent by implementing technology standardization.
- **Simplified License Tracking.** There is no need to track license usage or software versions during the agreement term, which reduces the overhead normally associated with ongoing license and tracking administration.
- **Reduced Risks of License Non-Compliance and Associated Potential Costs.** All desktops are considered in compliance during the term of an agency's enrollment.
- **Simplified Budgetary Planning.** An agency can establish set software prices for three years simplifying budgeting and providing predictable software costs during the enrollment term.
- **Streamlined Ordering Process.** An agency's annual payment is based on the total number of desktops within its organization plus any additions, reported once each year. The method of making three annual payments under an Enterprise Agreement significantly reduces or even eliminates administrative requirements for processing ongoing transactions. This in turn reduces costs associated with generating purchase orders.

For additional information concerning this Microsoft Enterprise Agreement, please contact Patti (e-mail: [pwallac@doa.state.la.us](mailto:pwallac@doa.state.la.us) or call 225/342-8025.)

## More PC Initiatives

– Belinda Miller

State Purchasing Officer



- The IBM Brand Name Microcomputer Catalog Contract No. 404507 became effective 10/2/00 and can be accessed through our website.
- Hewlett Packard and Apple should be our next catalog contracts.
- We are exploring the feasibility of establishing a catalog contract with 3-Com.
- Negotiations are currently in progress with Gateway to participate in the WSCA pricing agreement with the State.

For additional information, contact Belinda (e-mail [bmiller@doa.state.la.us](mailto:bmiller@doa.state.la.us), ph. 225/342-8028). ◀

## Food & Beverages

– Debbie Gautreau, CPPB

State Purchasing Officer



**Let Us Help You!** As always, we are here to service you – our customer – by broadening our contract product offerings to meet standardized needs. If your agency routinely purchases non-contract food products, please let us know the items and your estimated annual usage. We will add these to contracts if possible to shorten your procurement cycle.

**Dietetic Canned Goods:** From your input to the poll in our last newsletter, we were able to identify the need for a statewide contract for dietetic products. This new contract should be available in the next few months and will include dietetic canned fruits, vegetables, juices, and meats.

If your facility did not respond to our earlier poll, please fax or e-mail your list of dietetic items with estimated annual usage as soon as possible to Debbie at (225) 342-8024 or [dgautre@doa.state.la.us](mailto:dgautre@doa.state.la.us).

**Beverage Contract:** We now have 4-oz. juice cups with peel back foil tops on Contract No. 404496. This product does not require refrigeration and is available in cranberry juice cocktail, prune, apple, orange, and grapefruit flavors. ◀

## Industrial MRO Supplies Catalog

**Contract No. 404506**

– Debbie Gautreau, CPPB

State Purchasing Officer



**A one-stop-shop**



**with JIT delivery!**



I hope you are as excited as we are about a one-stop shop with just-in-time, next-day delivery for industrial maintenance, repair and operating (MRO) supplies with Grainger.

Yes, it includes electrical, HVAC, plumbing, hardware, motors, material handling, hand and power tools, etc. .

**Get ready for an easier way to obtain MRO supplies! Setup your account today by contacting your area Grainger location.**

The Grainger Industrial Supply Catalog Contract is a non-exclusive, convenience contract and not mandatory for agency use. The Grainger Industrial Supply Catalog Contract is a non-exclusive, convenience contract and not mandatory for agency use. Any item with a net discounted price greater than \$500.00 is not available under this contract, even though they are listed in Grainger Catalog No. 391.

Online Internet shopping will soon be linked from our homepage. Rick Soileau will be teaming with Debbie to implement this new contract. ◀

## Are You Ready for Lawn Care Equipment & Tractor Contracts that "Put You in the Driver's Seat"?

– Irv Wooters

State Purchasing Officer



We are in the process of establishing new **Master Pricing Agreements (MPA)** for Lawn Care Equipment and

Tractors and Implements.

Utilizing the MPA concept, multiple statewide contracts will be awarded to those bidders offering the greatest discounts off current manufacturers' published price lists. These ▶



### Master Pricing Agreements . . .

MPAs will be non-exclusive, non-mandatory contracts for the convenience of using agencies. By providing agencies with multiple contracts versus a singular award, it is our objective to allow the agency to make its own business decisions in choosing a specific manufacturer and equipment that is best suited for their needs or applications, while giving consideration to other relevant deciding factors such as product quality, cost, and service.

To allow time for MPA implementation, the current Tractor and Implement Contracts and Lawn Care Equipment Contracts have been extended through 11/30/00\*. \*Note: Contract No. 404218 for Skid Steer Loader implements is extended to 9/30/00 only.

Irv would be glad to assist you with these contracts (e-mail: [iwooter@doa.state.la.us](mailto:iwooter@doa.state.la.us), ph. 225/342-1302). ◀

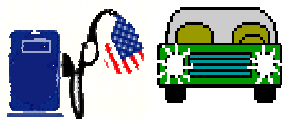
### News from LPAA . . .

#### Alternative Fuel Program

– John Medica, AFV Coordinator

*Louisiana Property Assistance Agency*

#### What is a Flexible Fuel Vehicle? –and– Why are FFVs included on the 2001 State Vehicle Contract?



A flexible fuel vehicle (FFV) accepts standard gasoline you are currently using. There is no change

in where or how you purchase gasoline. A FFV will also operate on blended fuels such as E85 (85% ethanol) as they become available in our area. A FFV performs the same as a dedicated gasoline vehicle—your mileage does not change and you do not lose any trunk storage space. FFVs have a trouble-free history, are very reasonably priced, and are available on the 2001 Model Year State Vehicle Contract.

FFVs will again be included on the 2001 Vehicle Contract because all states are mandated to comply with the Federal EPCA Act of 1992. For Model Year 2001 and thereafter, Louisiana must purchase 75% of its new light-duty motor vehicles (gross vehicle weight rating of 8,500 pounds or less) to be in compliance with this act. The objective of the program is to have a national fleet of vehicles in use and ready to accept alternative fuels as they become regionally available.

If you have questions or concerns about FFVs or our compliance program, contact John at (225) 342-6855 or e-mail: [jmedica@doa.state.la.us](mailto:jmedica@doa.state.la.us). ◀

## Contract Updates

### New Office Supply Catalog Contract

– Tammy Grant, CPPB

*State Purchasing Officer*



The new **Office Supply Catalog Contract** was awarded to **Corporate Express** effective 8/14/00. This Contract (**No. 404471, T-No. 91265**) along with AGPS ordering procedures, is accessible at [www.state.la.us/osp/osp.htm](http://www.state.la.us/osp/osp.htm) under "Featured Contracts."

In addition, we have included the **excluded items**. These exclusions are available through other state contracts.

The Office Supply Catalog Contract has been completely restructured resulting in a less cumbersome Office Supply Contract with only 136 lines. We achieved 70-80% discount on the high-volume items. This contract also offers a discount for the remainder of the items listed in the catalog at 53% for "general office supplies" and 35% for "electronic/electrical plug-ins." Contract No. 404471 is more cost-effective than its predecessor, and we are very excited about the changes. Without the assistance of an agency focus group, these changes could not have been achieved.

As with any change of this nature, a few important issues need to be addressed:

\* **The new 2000 Corporate Express catalog** (blue) is titled "**Office and Computer Products Sourcebook**". This new catalog has a label affixed to the cover with pertinent contract information. **The 1999 Corporate Express office supply catalog** (purple) **must be discarded**. If you need a new catalog or additional catalogs, please contact a Corporate Express customer service representative at telephone 1-800-383-0230 (Baton Rouge 274-3115).

\* Any item with a net discounted price greater than \$500.00 is not available under this contract, even though they are listed in 2000 Catalog.

\* There is a **minimum order amount of \$50** for FOB destination, freight allowed. Orders less than \$50 will incur a flat rate fee of \$7.50 for shipping and handling (use contract line 99999).

We are very enthusiastic about the higher discounts that were achieved on this catalog contract and look forward to working with you and Corporate Express towards a smooth transition to a more cost-effective contract that will hopefully better meet your needs. ◀



## Copier Contract FY 01

— Rosemary Jackson, CPPB  
State Purchasing Officer



Contracts for the purchase, bundled rental and bundled maintenance of copiers were awarded effective 7/1/00. Effective with this award for rental of copiers, the "unit of measure" is now "month" instead of "copy" and the "unit price" has been computed for the month based on the MCA (monthly copy allowance) instead of "per copy." At the end of each rental contract are lines for

additional copies above the MCA. An overview of these awards along with terms and conditions and other relevant contract information may be viewed or printed from our web site at [www.state.la.us/osp/osp.htm](http://www.state.la.us/osp/osp.htm), under "Featured Contracts."

These contracts permit a variety of choices among brands, technologies, and prices. Below is a chart that may be of some help to you in selecting an appropriate segment for a copier placement. Definitions of some of the captions included in the chart are as follows:

- **Monthly Copy Allowance (MCA)** – The minimum number of copies per month for which the vendor is guaranteed payment for rental or maintenance. Every instance in which an agency does not meet the MCA, the agency is paying for copies that were not made.
- **Machine Max** – An estimated or tested level of the highest number of copies that can be safely run per month on an ongoing basis without overuse and resultant damage to a copier. The levels established for the machine maximum are based on test reports from Buyers Laboratory, Inc. (BLI) or from the manufacturer in the absence of a test report.

SEGMENT	CPM	MACHINE	
		MCA	MAX
1	12+	3,500	5,000
2	20+	6,000	15,000
3	25+	10,000	25,000
4	30+	10,000	40,000
5	40+	19,200	50,000
6	50+	25,000	60,000
7	60+	39,000	80,000
8	70+	39,000	100,000
9	85+	80,000	200,000
10	100+	102,000	500,000
99	8+	400	3,000

The most "wise and economical copier selection" should be based on the following:

- historical usage information (determined from previous invoices over a 6 to 12 month period),
- the selection of a copier from a segment which has a monthly copy allowance most closely matching your historical monthly usage while not exceeding the machine maximum, and
- budget considerations (remember, if your copier is not meeting the monthly copy allowance, you are needlessly costing your agency money).

Within each segment, a choice of copiers is available from limited features to fully configured units. Contact Rosemary at e-mail [rjacks@doa.state.la.us](mailto:rjacks@doa.state.la.us) or phone (225) 342-8038 if you have any questions about copier contracts. ¶

## Library Book Contract . . .

**Contract discounts now extended to all state agencies, universities, community and technical colleges, and political subdivisions**

— John Collins  
State Purchasing Officer



The Library Book Contract (No. 404426, T-No. 92017) was awarded to Brodart Company for the period 7/01/00 through 6/30/01. Previously available only to the State Library and member parish libraries, Brodart has offered to extend contract discounts to all state agencies, universities, community and technical colleges, and political subdivisions. This contract covers eight categories of books that can be purchased at various discounts, and includes publications normally available through commercial or trade channels and listed in the "Publishers Trade List Annual." In addition to library books, the contract also includes library services, such as online electronic ordering, book covers, jackets, tattle tapes, book pockets, due slips, etc.

If you are interested in learning more about this contract, contact Brodart Consultant, Linda Eckman by e-mail to [eckman@brodart.com](mailto:eckman@brodart.com), tel. (570) 326-2461 - or contact John at (225) 342-8031, e-mail: [jcollins@doa.state.la.us](mailto:jcollins@doa.state.la.us). ¶

## Pesticides/Herbicides Contracts

– Nick Cascio  
State Purchasing Officer



The new state contracts for pesticides and herbicides have been awarded with an expiration of 7/31/01. Vendors that received awards are:

<u>Contract</u>	<u>Vendor</u>
404476	Helena Chemical
404477	Red River Specialties
404478	Farm Chemical Group
404479	Oldham Chemicals
404480	Agro Distribution
404481	Carso Inc.
404482	Terra International
404483	DeAngelo Brothers
404531	Bengal Chemical Inc.

When purchasing herbicides or pesticides, the vendors may require your agency employee's Certified Commercial Applicator's Number. Certifications are issued to individuals at government agencies and must be renewed annually.

If you need more information regarding certification, contact the Department of Agriculture and Forestry, Pesticides Division, at (225) 925-3763. If you need additional information about these contracts, contact Nick at (225) 342-8042 or e-mail: [ncascio@doa.state.la.us](mailto:ncascio@doa.state.la.us).

## New Contract for GPS Equipment

– Ernest Nugent, CPPB  
State Purchasing Officer



The Office of State Purchasing has established **Contract No. 404458 (T-No. 92264)** for Trimble Brand Name GPS equipment to provide for global positioning equipment. This contract encompasses equipment for mapping, guidance and surveying.

For questions regarding the GPS Equipment Contract, contact Ernest Nugent at tel: (225) 342-8021 - or e-mail your inquiry to [enugent@doa.state.la.us](mailto:enugent@doa.state.la.us).

## 2001 Model Vehicle Contract

– Jim Murphy, CPPB  
State Purchasing Officer



The 2001 Model Vehicle Contract has been awarded and is now available for agency purchases. The contracts, complete with specifications and ordering instructions, are accessible at our web site under "Statewide Contracts / Featured Contracts" and may be printed if desired. If you do not have Internet capabilities, contact Bobby Mashon at (225) 342-8014 or email: [bmashon@doa.state.la.us](mailto:bmashon@doa.state.la.us) for a hardcopy.

**State Agencies:** Please submit your Letter of Intended Use, DA-121 on trade-in vehicles, and the AltFuel Form-1 to State Purchasing, referencing your order number on each document. Requests without these documents cannot be processed and your order will be delayed. Also remember to specify the agency name in which the vehicle is to be titled. If you do not specify the desired vehicle color, a white exterior with a compatible interior will be ordered.

**Political Subdivisions:** Please submit your orders directly to the contractor and mail a copy to State Purchasing for usage reporting.

**Place your order now to ensure delivery by June 30, 2001!**

## Auto Battery Contract

– Rick Soileau  
State Purchasing Officer



The Statewide Battery Contract (**No. 404475, T-No. 90251**) was awarded to G.N.B. Technologies effective 9/1/00. This contract provides agencies with a convenient source of batteries for automobiles, light trucks and marine applications at competitive prices. ISIS users can find a list of authorized G.N.B. distributors and their service areas on the KVDL screen.

Onsite battery replacement service is available for a fee of \$5 (contract line no. 00044). The battery contract is a non-mandatory, non-exclusive contract.

Contact your area GNB distributor or Rick (telephone 225/342-8015, e-mail: [rsoilea@doa.state.la.us](mailto:rsoilea@doa.state.la.us)), if you need assistance with this contract.

## Consortia Contract Conversions

– Linda Swaggerty  
State Purchasing Officer

The following contracts have been converted to a new contract (no KLCT records) and are in effect. The line numbers should be the same as the old contracts.

### Consortia Contracts

- 403374 replaced with 404445 Pall Filters – T- No. 92103
- 403440 replaced with 404440 X-ray Film (Vendor number changed) – T -No. 92109
- 403443 replaced with 404455 Allegiance – T-No. 92103
- 403584 replaced with 404446 Storz – T-No. 92103
- 403624 replaced with 404444 Lab – T- No. 92123
- 403927 replaced with 404441 Prime Source (Previously Future Tech) – T-No. 92123

All consortia contracts now have an expiration date of 6/30/2001. Linda may be contacted at tel: (225) 342-9752 or by e-mail to [lswagge@doa.state.la.us](mailto:lswagge@doa.state.la.us).<sup>1</sup>

## New Contracts for Gases-Area 2 & Silver Recovery Services

– Scott Underwood, CPPB  
State Purchasing Officer



A new **Contract Number 404457 (T-No. 90918)** for Industrial and Medical Gases – Area 2 has been awarded to Gulf States Airgas, Inc. for the period 7/1/00 through 6/30/01. State agencies and quasi agencies are able to order from this contract through the convenience of issuing a release order or purchase order referencing the contract number, line number, and commodity item number for each item. Several new Agency Term Contracts have been established for Silver Recovery Service (and spent x-ray chemistry disposal).

If your facility is interested in establishing this type of contract or has questions about the above gases contract, phone Scott at (225) 342-8036 or e-mail: [sunderw@doa.state.la.us](mailto:sunderw@doa.state.la.us).<sup>1</sup>

## Discontinued State Contracts

. . . To view discontinued contracts, go to [www.state.la.us/osp/osp.htm](http://www.state.la.us/osp/osp.htm), select the "State-wide Contracts" button, then click on "Discontinued Contracts."

## Sole Source Proprietary Justification



The Louisiana Procurement Code encourages competitive specifications to obtain goods and services to meet the needs of the State, but it does allow for sole source and proprietary purchases when certain conditions are met. Purchases of this type should be limited and used only when necessary.

State Purchasing has developed a justification form for sole source or proprietary purchases to simplify and expedite the process. We hope you find this form useful.

A copy of this form is located on our website, [www.state.la.us/osp/osp.htm](http://www.state.la.us/osp/osp.htm), under "Agency Center at "OSP Memos" –or– may be obtained by contacting Caroline at (225) 342-8063 (e-mail: [ceidson@doa.state.la.us](mailto:ceidson@doa.state.la.us)).<sup>1</sup>

### Visit State Travel . . .



Do you need to know the mileage allowance?

Are you looking for hotel information?

Do you know when receipts are required?

For these answers and all pertinent Travel Information, visit our web site at: [www.state.la.us/osp/travel/traveloffice.htm](http://www.state.la.us/osp/travel/traveloffice.htm).

## "Quotables"

"Practice the 101 percent principle: Find the 1 thing you agree on with another person, and then give it 100 percent of your effort."

"The most important single ingredient in the formula of success is knowing how to get along with people."  
–Theodore Roosevelt

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